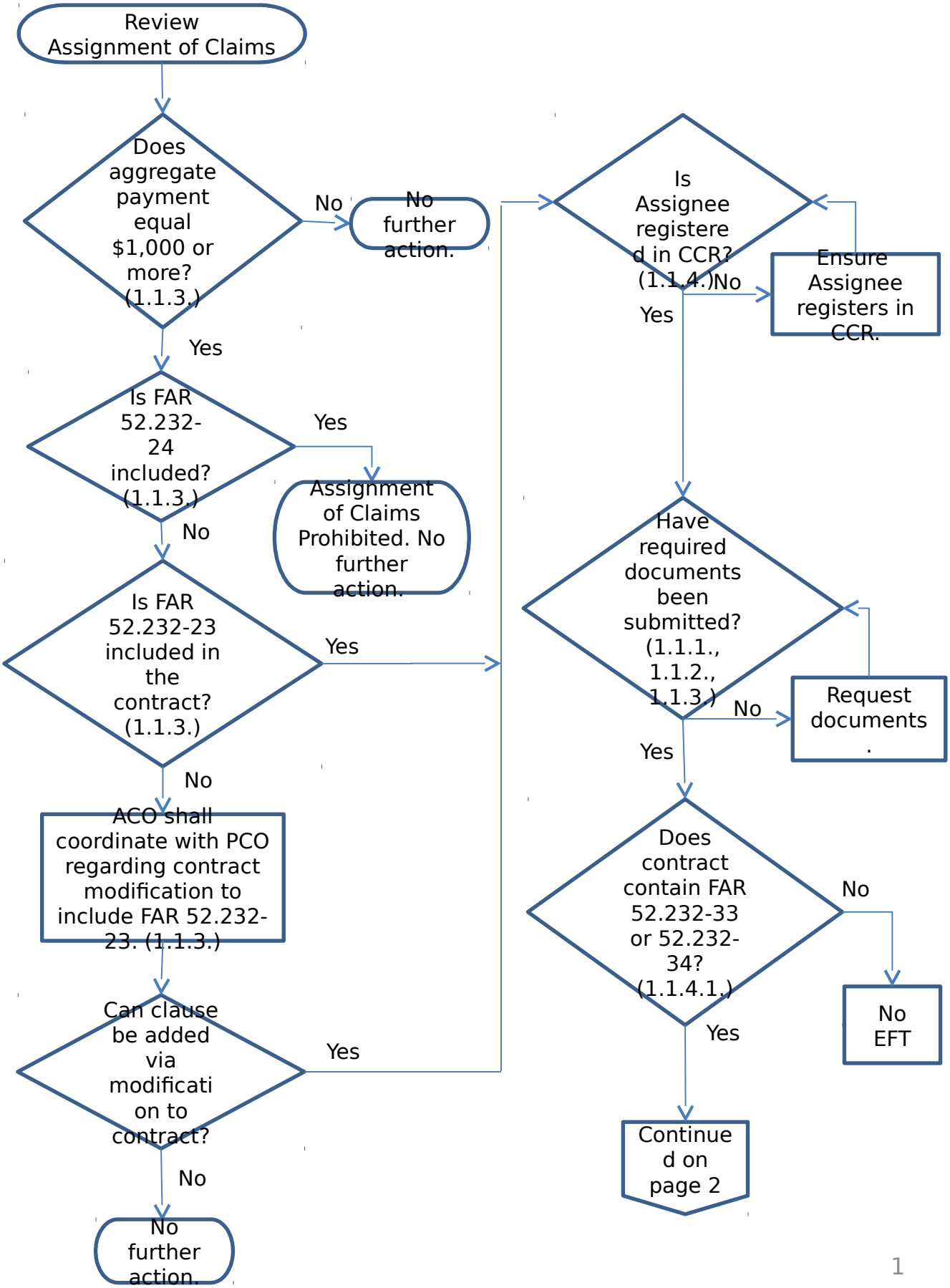
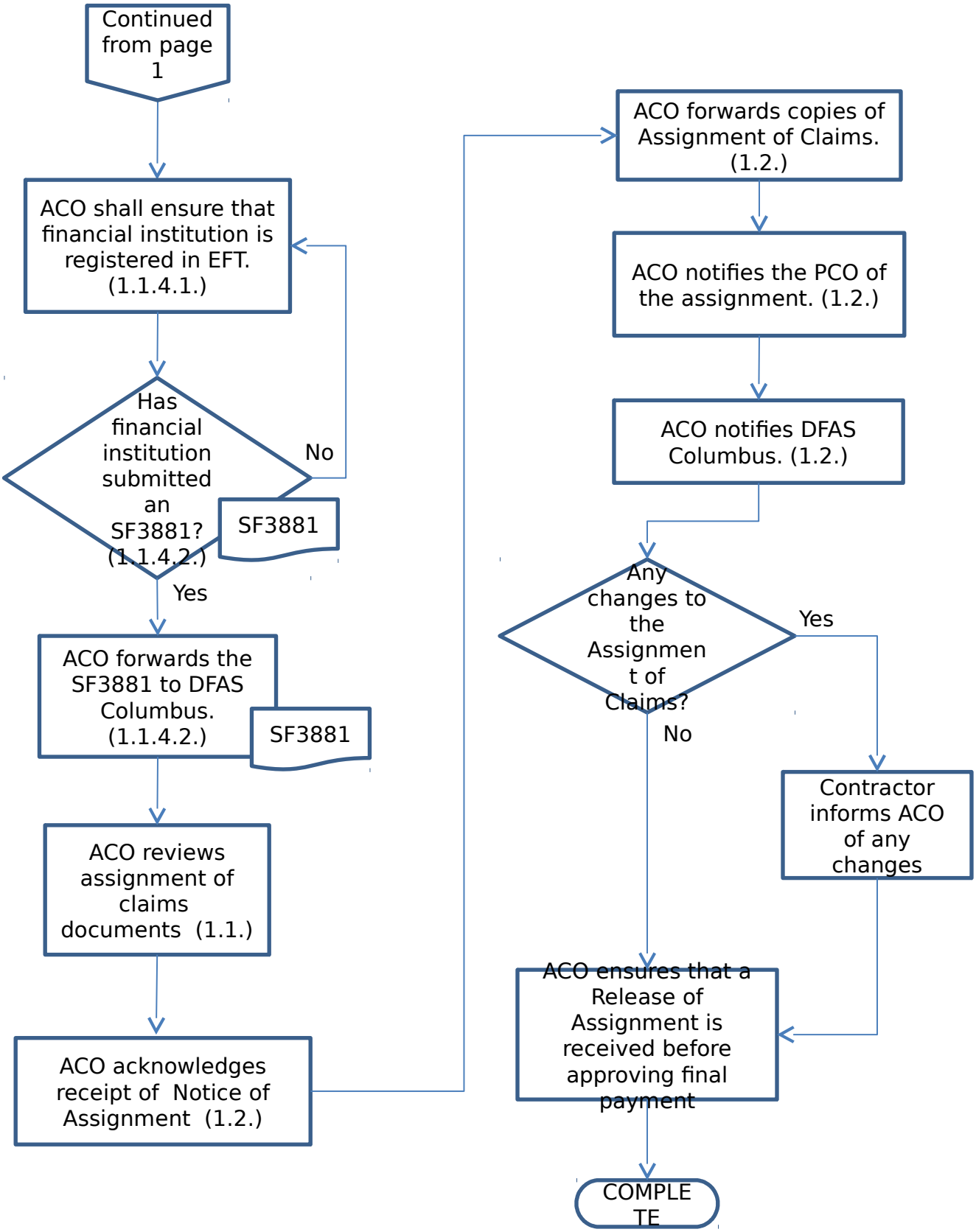

Review Assignment of Claims
Does aggregate payment equal $1,000 or more? (1.1.3.)
No
No further action.
Yes
Is FAR 52.232-24 included? (1.1.3.)
Yes
Assignment of Claims Prohibited. No further action.
No
Is FAR 52.232-23 included in the contract? (1.1.3.)
Yes
No
ACO shall coordinate with PCO regarding contract modification to include FAR 52.232-23. (1.1.3.)
Can clause be added via modification to contract?
Yes
No
No further action.
Is Assignee registered in CCR? (1.1.4.)
No
Ensure Assignee registers in CCR.
Yes
Have required documents been submitted? (1.1.1., 1.1.2., 1.1.3.)
No
Request documents.
Yes
Does contract contain FAR 52.232-33 or 52.232-34? (1.1.4.1.)
No
No EFT
Yes
Continued on page 2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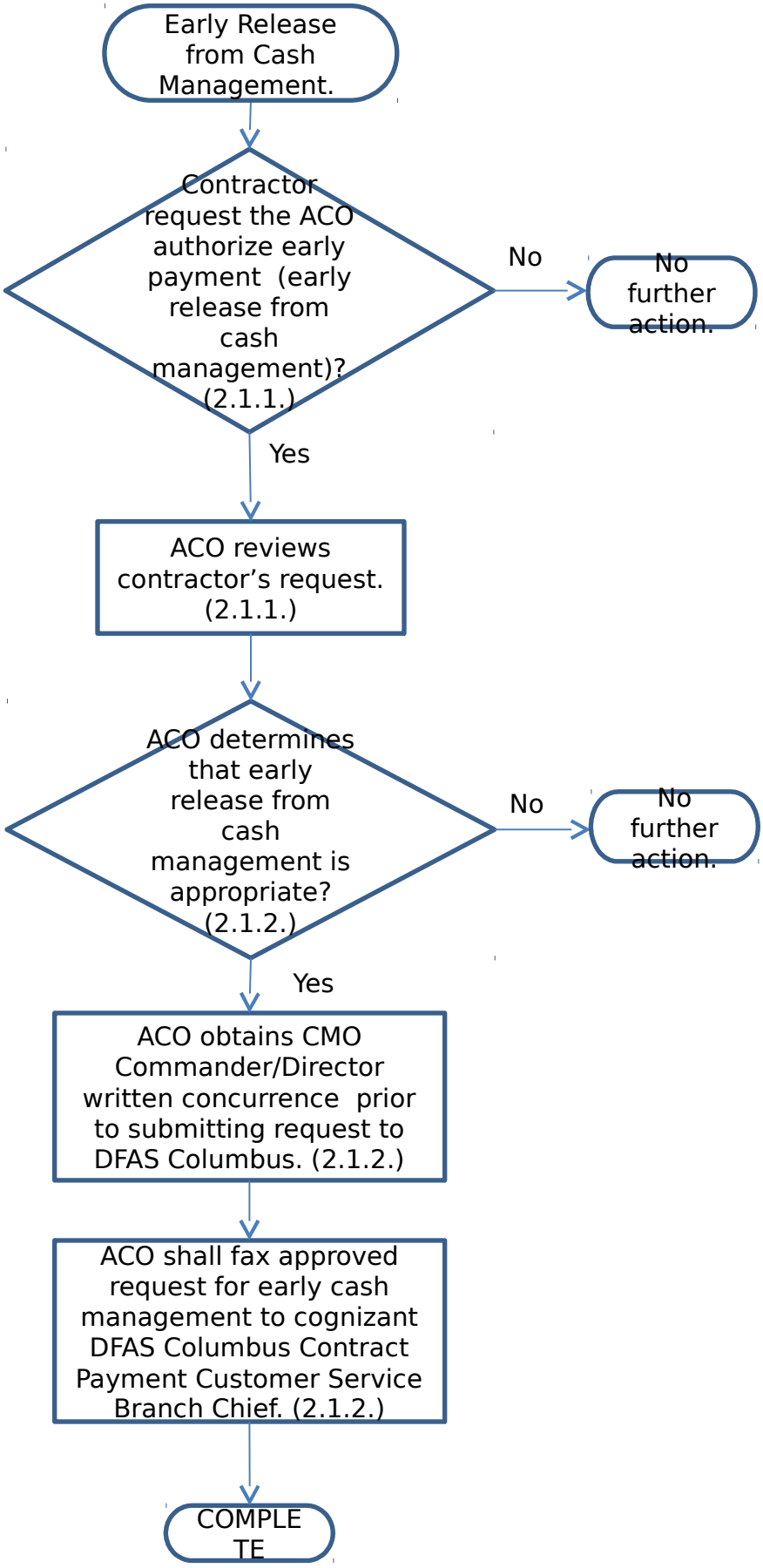
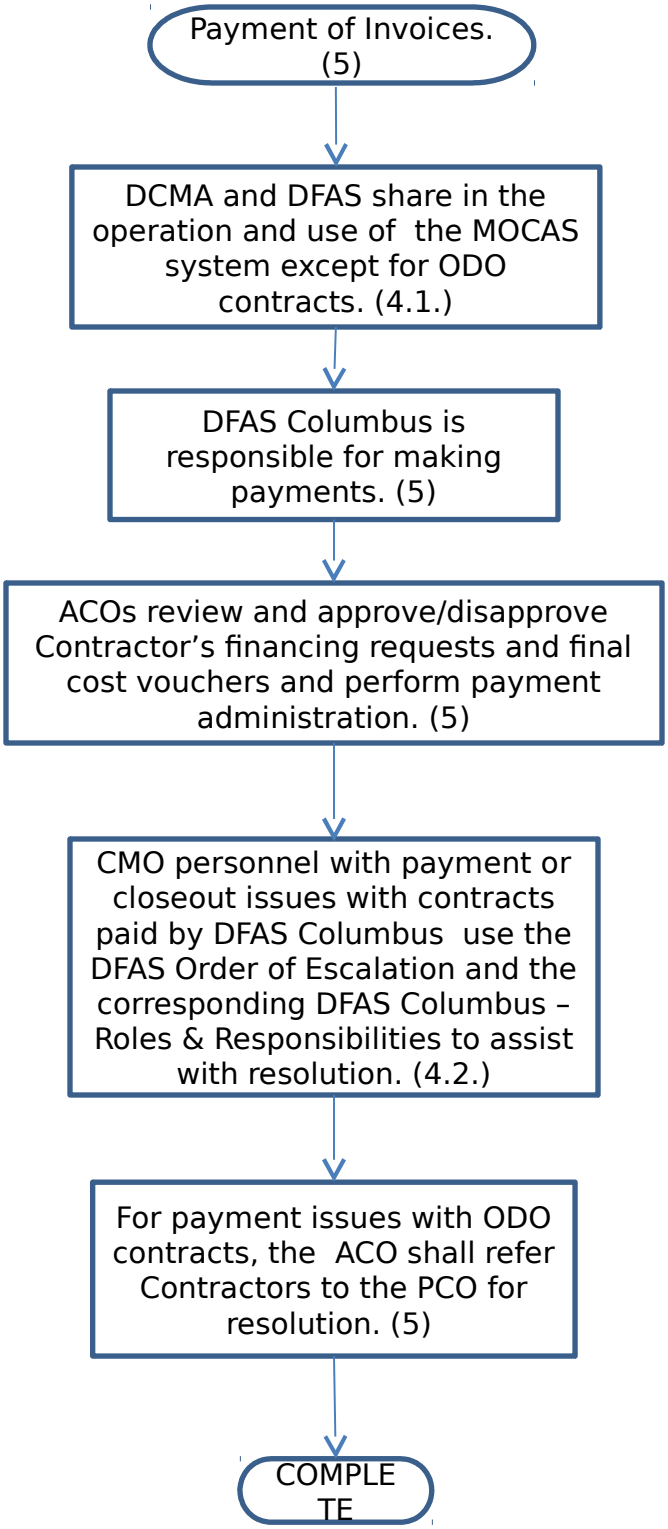
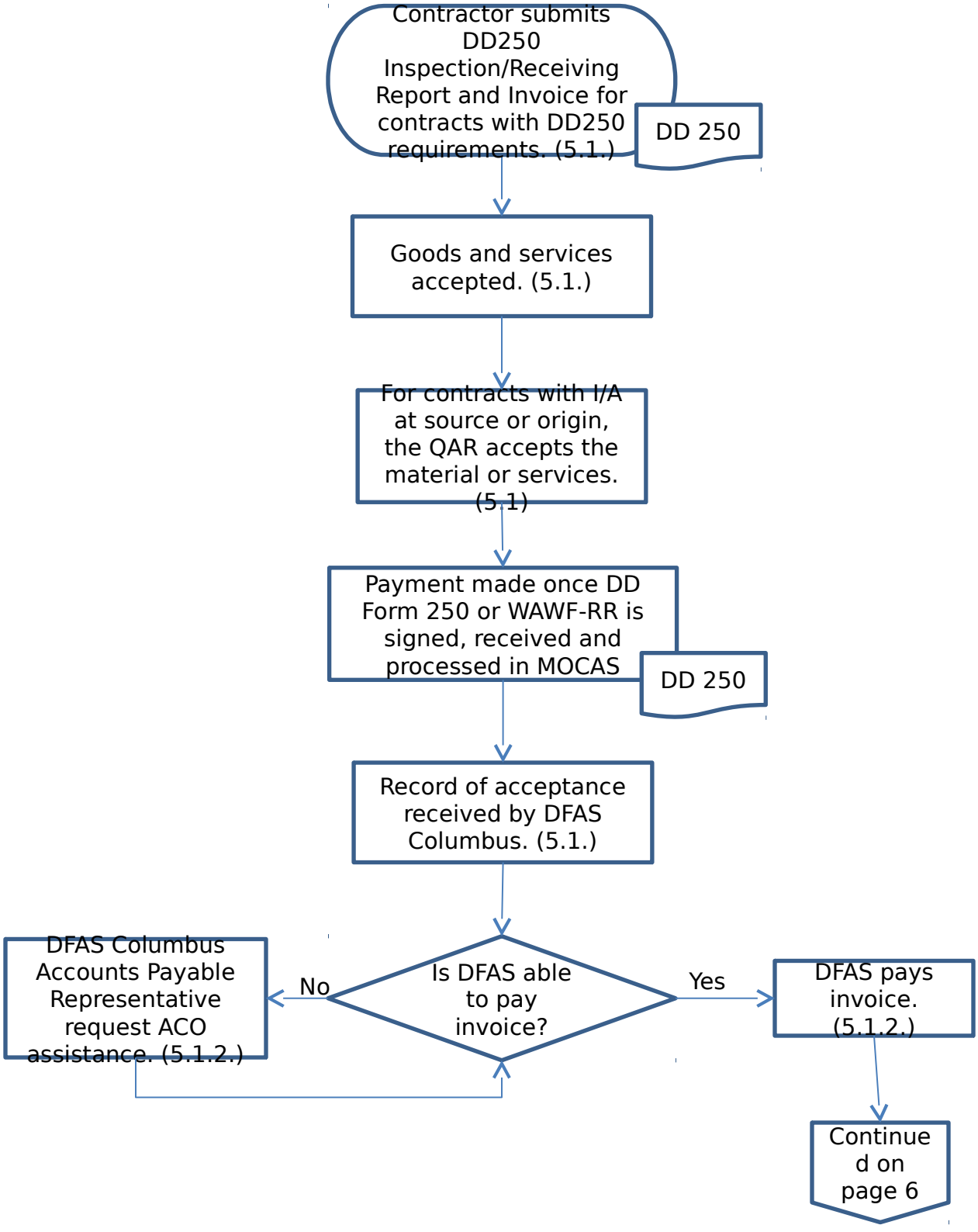
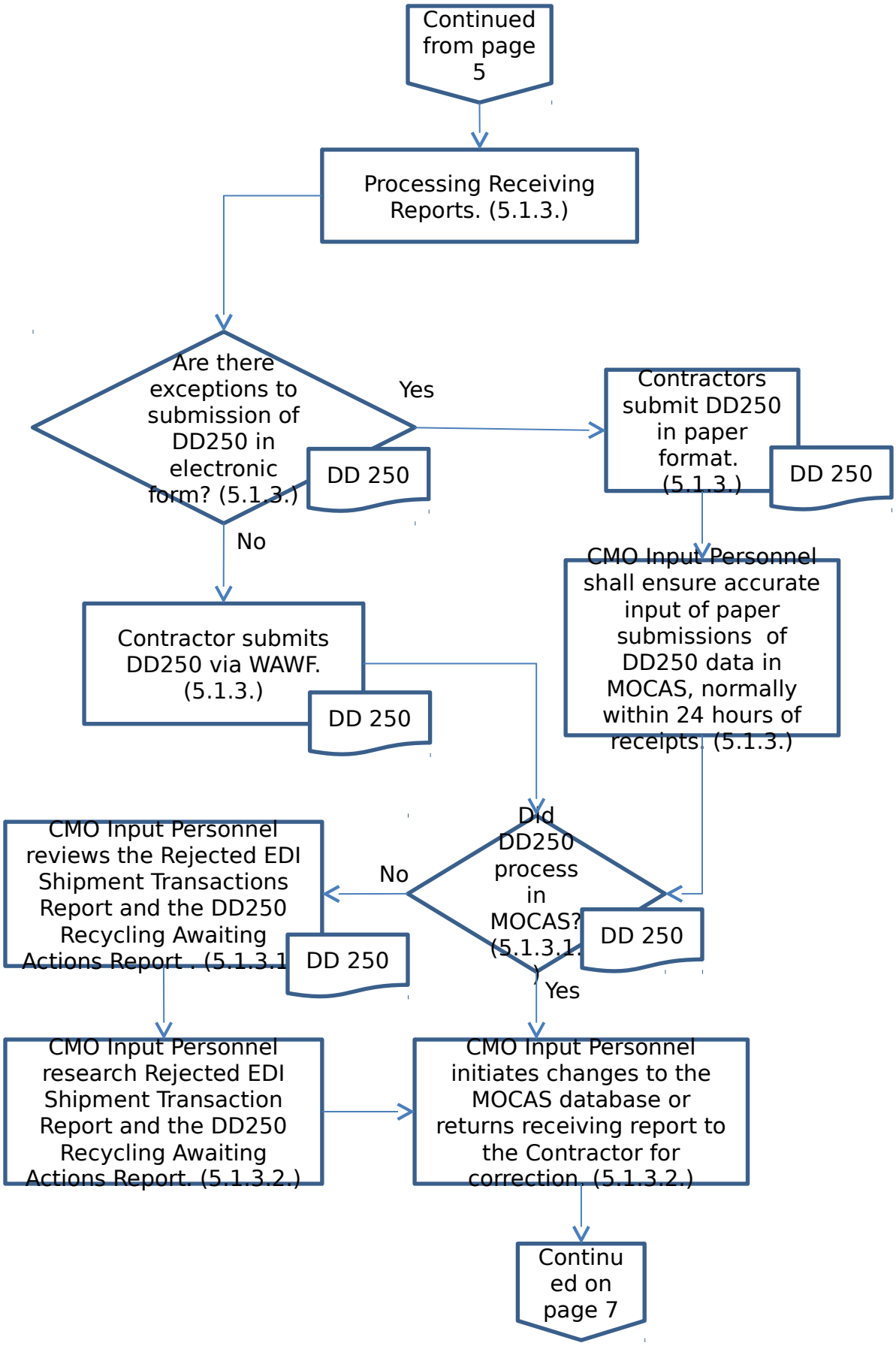
ACO shall ensure that financial institution is registered in EFT. (1.1.4.1.)
Has financial institution submitted an SF3881? (1.1.4.2.)
No
SF3881
Yes
ACO forwards the SF3881 to DFAS Columbus. (1.1.4.2.)
SF3881
ACO reviews assignment of claims documents (1.1.)
ACO acknowledges receipt of Notice of Assignment (1.2.)
ACO forwards copies of Assignment of Claims. (1.2.)
ACO notifies the PCO of the assignment. (1.2.)
ACO notifies DFAS Columbus. (1.2.)
Any changes to the Assignment of Claims?
Yes
No
Contractor informs ACO of any changes
ACO ensures that a Release of Assignment is received before approving final payment
COMPLETE


Early Release from Cash Management.
Contractor request the ACO authorize early payment (early release from cash management)? (2.1.1.)
No
No further action.
Yes
ACO reviews contractor's request. (2.1.1.)
ACO determines that early release from cash management is appropriate? (2.1.2.)
No
No further action.
Yes
ACO obtains CMO Commander/Director written concurrence prior to submitting request to DFAS Columbus. (2.1.2.)
ACO shall fax approved request for early cash management to cognizant DFAS Columbus Contract Payment Customer Service Branch Chief. (2.1.2.)
COMPLE TE


Payment of Invoices. (5)
DCMA and DFAS share in the operation and use of the MOCAS system except for ODO contracts. (4.1.)
DFAS Columbus is responsible for making payments. (5)
ACOs review and approve/disapprove Contractor's financing requests and final cost vouchers and perform payment administration. (5)
CMO personnel with payment or closeout issues with contracts paid by DFAS Columbus use the DFAS Order of Escalation and the corresponding DFAS Columbus – Roles & Responsibilities to assist with resolution. (4.2.)
For payment issues with ODO contracts, the ACO shall refer Contractors to the PCO for resolution. (5)
COMPLE TE


Contractor submits DD250 Inspection/Receiving Report and Invoice for contracts with DD250 requirements. (5.1.)
DD 250
Goods and services accepted. (5.1.)
For contracts with I/A at source or origin, the QAR accepts the material or services. (5.1)
Payment made once DD Form 250 or WAWF-RR is signed, received and processed in MOCAS
DD 250
Record of acceptance received by DFAS Columbus. (5.1.)
Is DFAS able to pay invoice?
No
DFAS Columbus Accounts Payable Representative request ACO assistance. (5.1.2.)
Yes
DFAS pays invoice. (5.1.2.)
Continue d on page 6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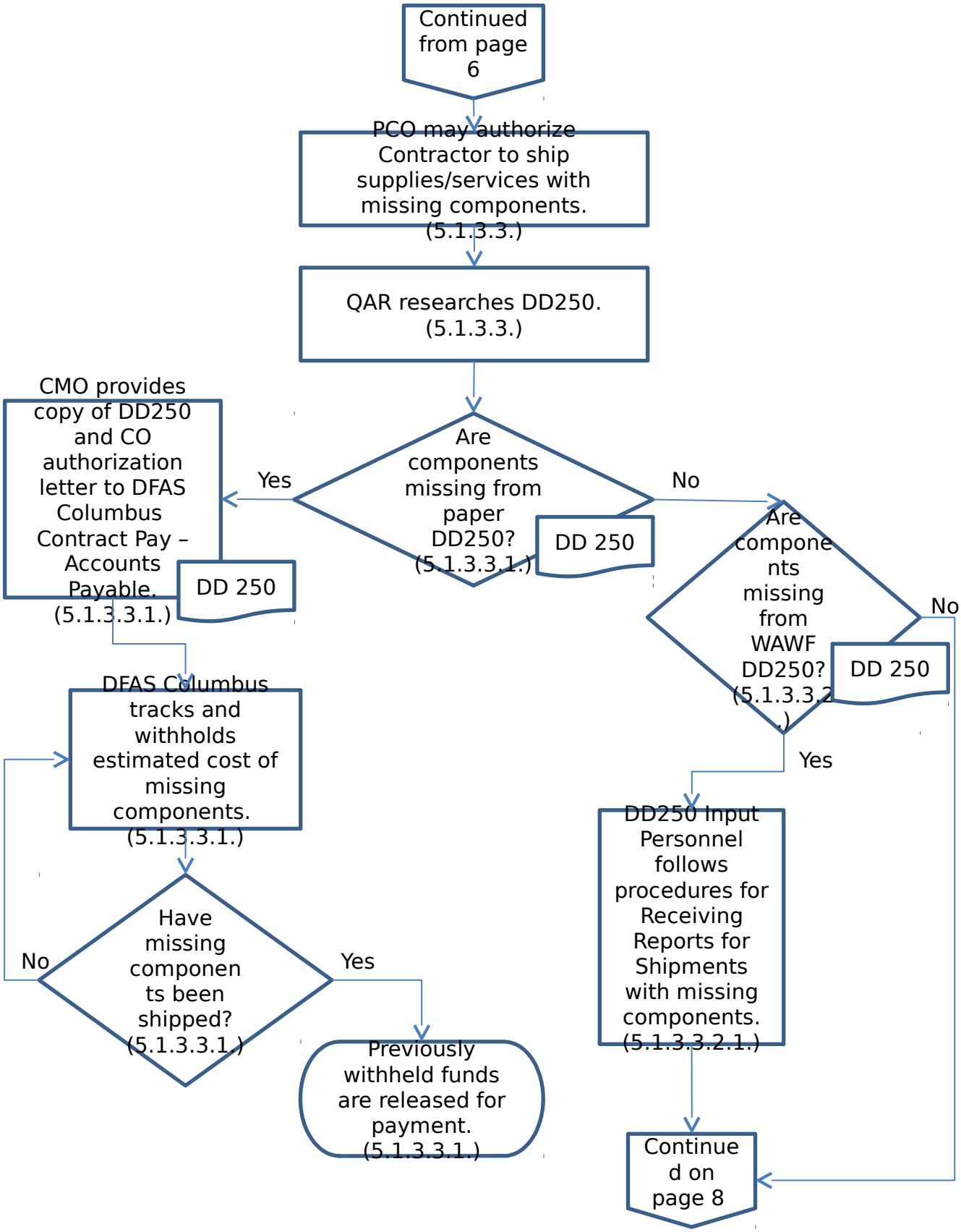
Processing Receiving Reports. (5.1.3.)
Are there exceptions to submission of DD250 in electronic form? (5.1.3.)
Yes
DD 250
Contractors submit DD250 in paper format. (5.1.3.)
DD 250
No
CMO Input Personnel shall ensure accurate input of paper submissions of DD250 data in MOCAS, normally within 24 hours of receipts. (5.1.3.)
Contractor submits DD250 via WAWF. (5.1.3.)
DD 250
Did DD250 process in MOCAS? (5.1.3.1.)
DD 250
No
CMO Input Personnel reviews the Rejected EDI Shipment Transactions Report and the DD250 Recycling Awaiting Actions Report . (5.1.3.1
DD 250
Yes
CMO Input Personnel research Rejected EDI Shipment Transaction Report and the DD250 Recycling Awaiting Actions Report. (5.1.3.2.)
CMO Input Personnel initiates changes to the MOCAS database or returns receiving report to the Contractor for correction. (5.1.3.2.)
Continued on page 7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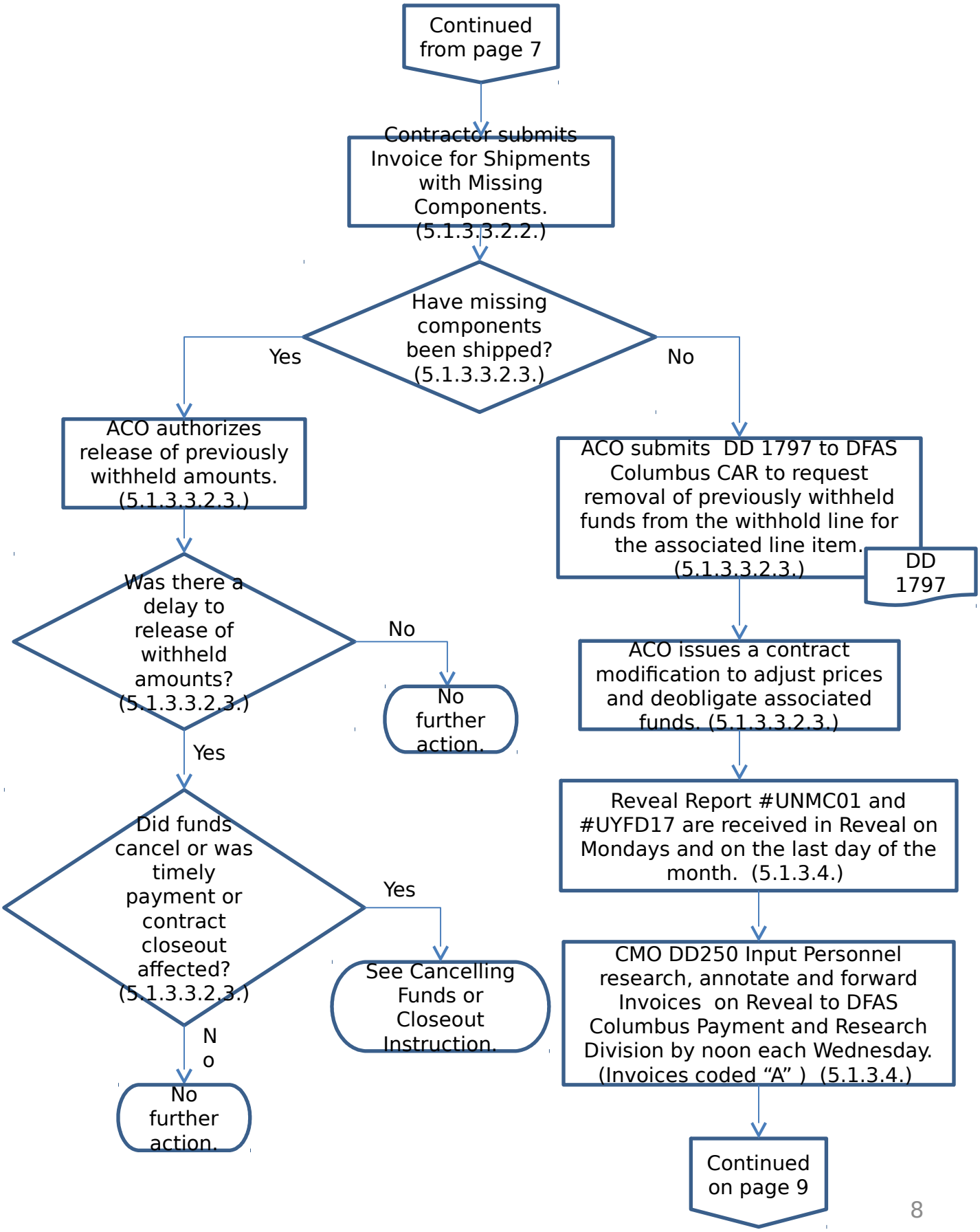
PCO may authorize Contractor to ship supplies/services with missing components. (5.1.3.3.)
QAR researches DD250. (5.1.3.3.)
Are components missing from paper DD250? (5.1.3.3.1.)
DD 250
Yes
No
CMO provides copy of DD250 and CO authorization letter to DFAS Columbus Contract Pay – Accounts Payable. (5.1.3.3.1.)
DD 250
Are compone nts missing from WAWF DD250? (5.1.3.3.2 .)
DD 250
No
Yes
DFAS Columbus tracks and withholds estimated cost of missing components. (5.1.3.3.1.)
DD250 Input Personnel follows procedures for Receiving Reports for Shipments with missing components. (5.1.3.3.2.1.)
Have missing componen ts been shipped? (5.1.3.3.1.)
No
Yes
Previously withheld funds are released for payment. (5.1.3.3.1.)
Continue d on page 8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Contractor submits Invoice for Shipments with Missing Components. (5.1.3.3.2.2.)
Have missing components been shipped? (5.1.3.3.2.3.)
Yes
No
ACO authorizes release of previously withheld amounts. (5.1.3.3.2.3.)
ACO submits DD 1797 to DFAS Columbus CAR to request removal of previously withheld funds from the withhold line for the associated line item. (5.1.3.3.2.3.)
DD 1797
Was there a delay to release of withheld amounts? (5.1.3.3.2.3.)
No
No further action.
Yes
ACO issues a contract modification to adjust prices and deobligate associated funds. (5.1.3.3.2.3.)
Reveal Report #UNMC01 and #UYFD17 are received in Reveal on Mondays and on the last day of the month. (5.1.3.4.)
Did funds cancel or was timely payment or contract closeout affected? (5.1.3.3.2.3.)
Yes
See Cancelling Funds or Closeout Instruction.
No
No further action.
CMO DD250 Input Personnel research, annotate and forward Invoices on Reveal to DFAS Columbus Payment and Research Division by noon each Wednesday. (Invoices coded “A”) (5.1.3.4.)
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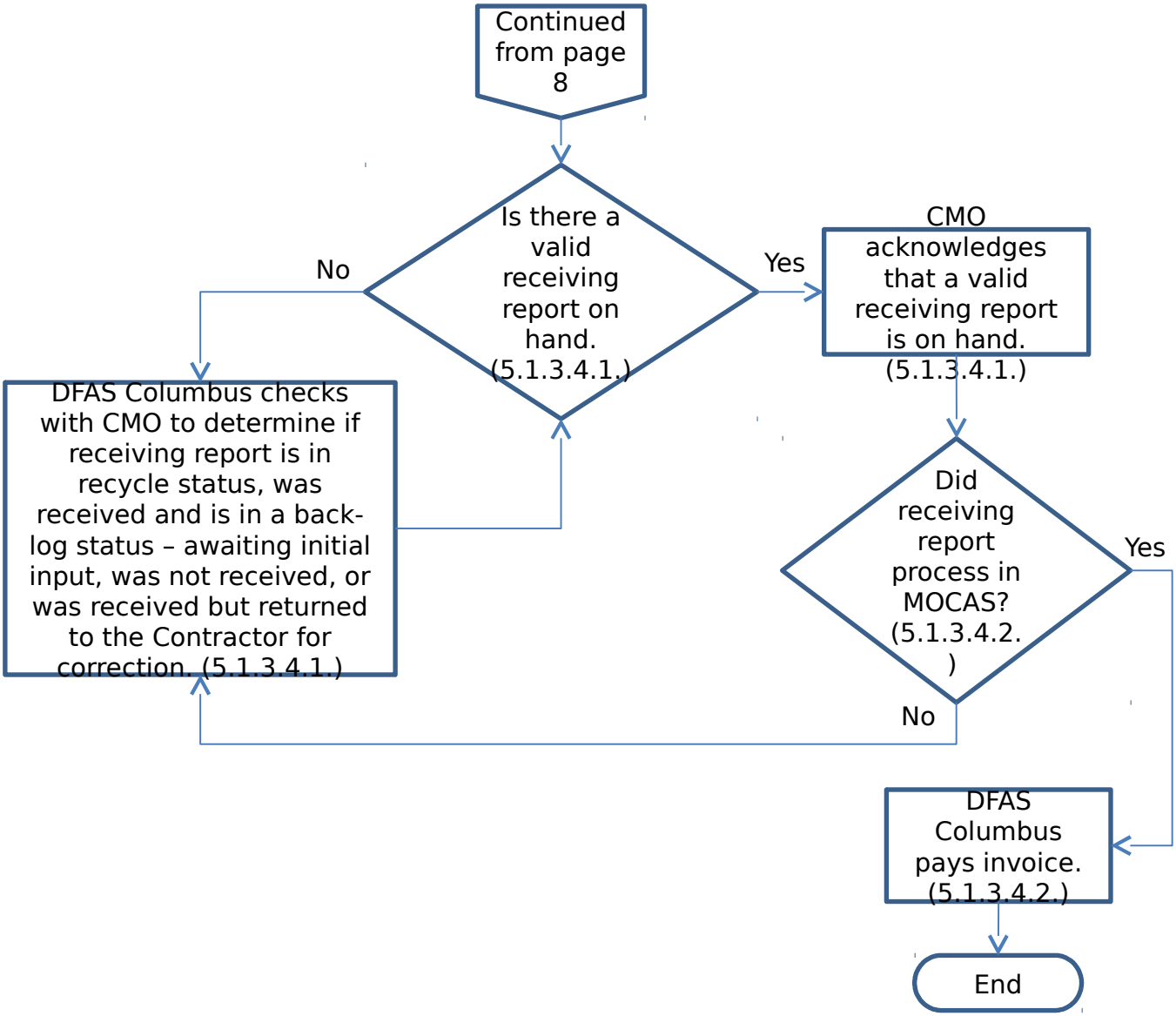
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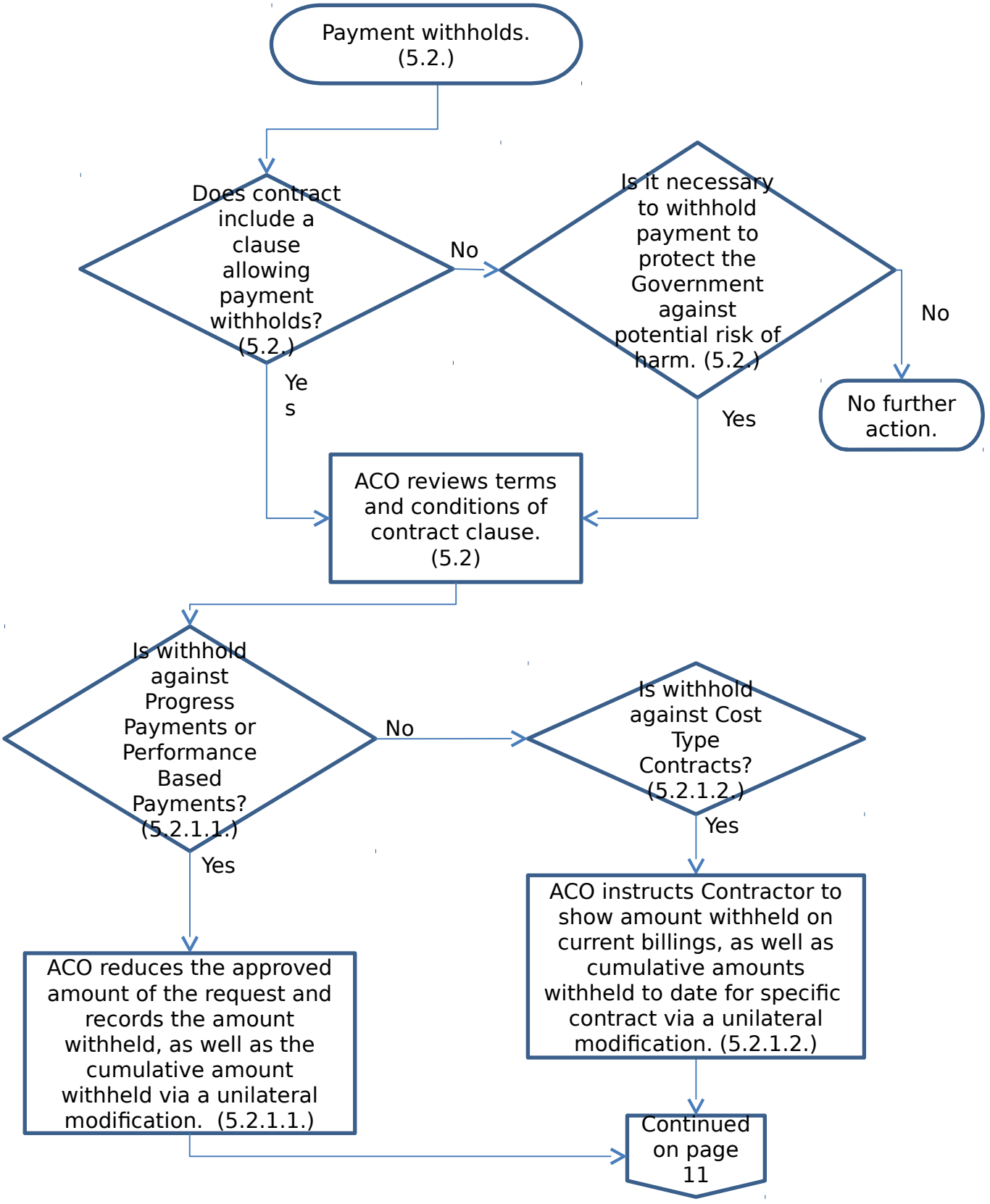
Is there a valid receiving report on hand. (5.1.3.4.1.)
No
Yes
CMO acknowledges that a valid receiving report is on hand. (5.1.3.4.1.)
DFAS Columbus checks with CMO to determine if receiving report is in recycle status, was received and is in a back-log status – awaiting initial input, was not received, or was received but returned to the Contractor for correction. (5.1.3.4.1.)
Did receiving report process in MOCAS? (5.1.3.4.2.)
Yes
No
DFAS Columbus pays invoice. (5.1.3.4.2.)
End


Payment withholds. (5.2.)
Does contract include a clause allowing payment withholds? (5.2.)
No
Is it necessary to withhold payment to protect the Government against potential risk of harm. (5.2.)
No
No further action.
Yes
Yes
ACO reviews terms and conditions of contract clause. (5.2)
Is withhold against Progress Payments or Performance Based Payments? (5.2.1.1.)
No
Is withhold against Cost Type Contracts? (5.2.1.2.)
Yes
Yes
ACO instructs Contractor to show amount withheld on current billings, as well as cumulative amounts withheld to date for specific contract via a unilateral modification. (5.2.1.2.)
ACO reduces the approved amount of the request and records the amount withheld, as well as the cumulative amount withheld via a unilateral modification. (5.2.1.1.)
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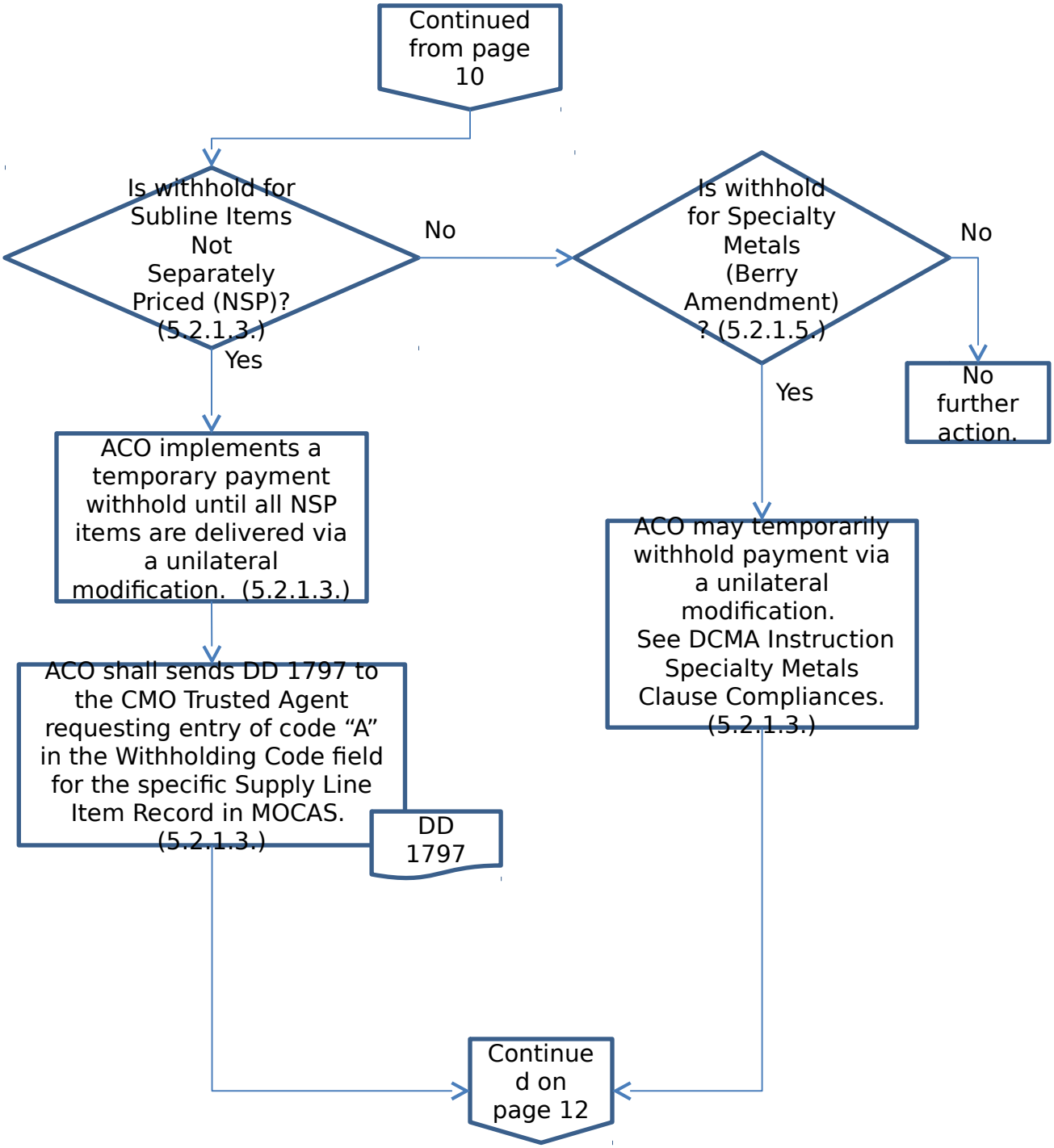
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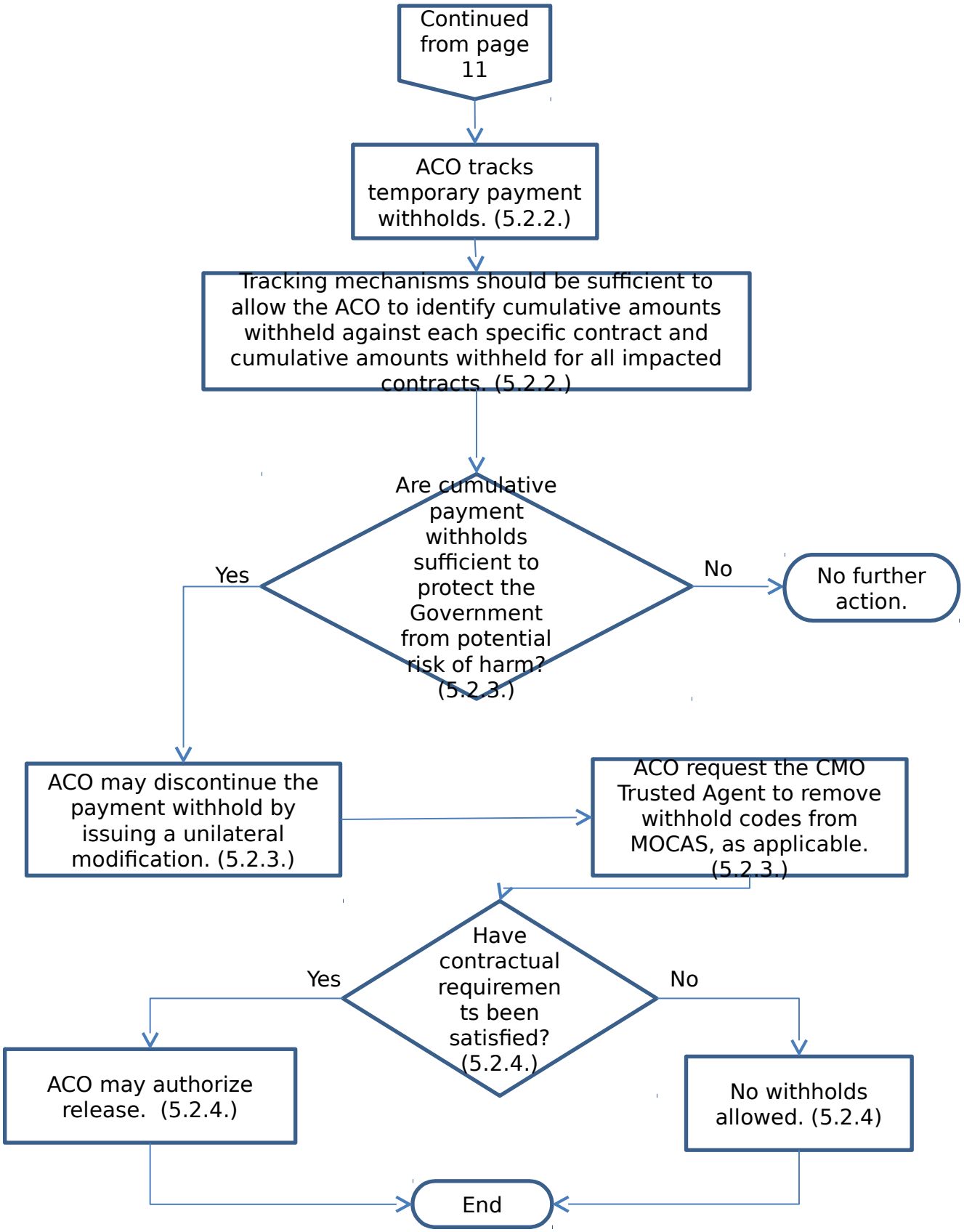
Is withhold for Subline Items Not Separately Priced (NSP)? (5.2.1.3.)
No
Yes
Is withhold for Specialty Metals (Berry Amendment) ? (5.2.1.5.)
No
No further action.
Yes
ACO implements a temporary payment withhold until all NSP items are delivered via a unilateral modification. (5.2.1.3.)
ACO may temporarily withhold payment via a unilateral modification. See DCMA Instruction Specialty Metals Clause Compliances. (5.2.1.3.)
ACO shall sends DD 1797 to the CMO Trusted Agent requesting entry of code “A” in the Withholding Code field for the specific Supply Line Item Record in MOCAS. (5.2.1.3.)
DD 1797
Continued on page 12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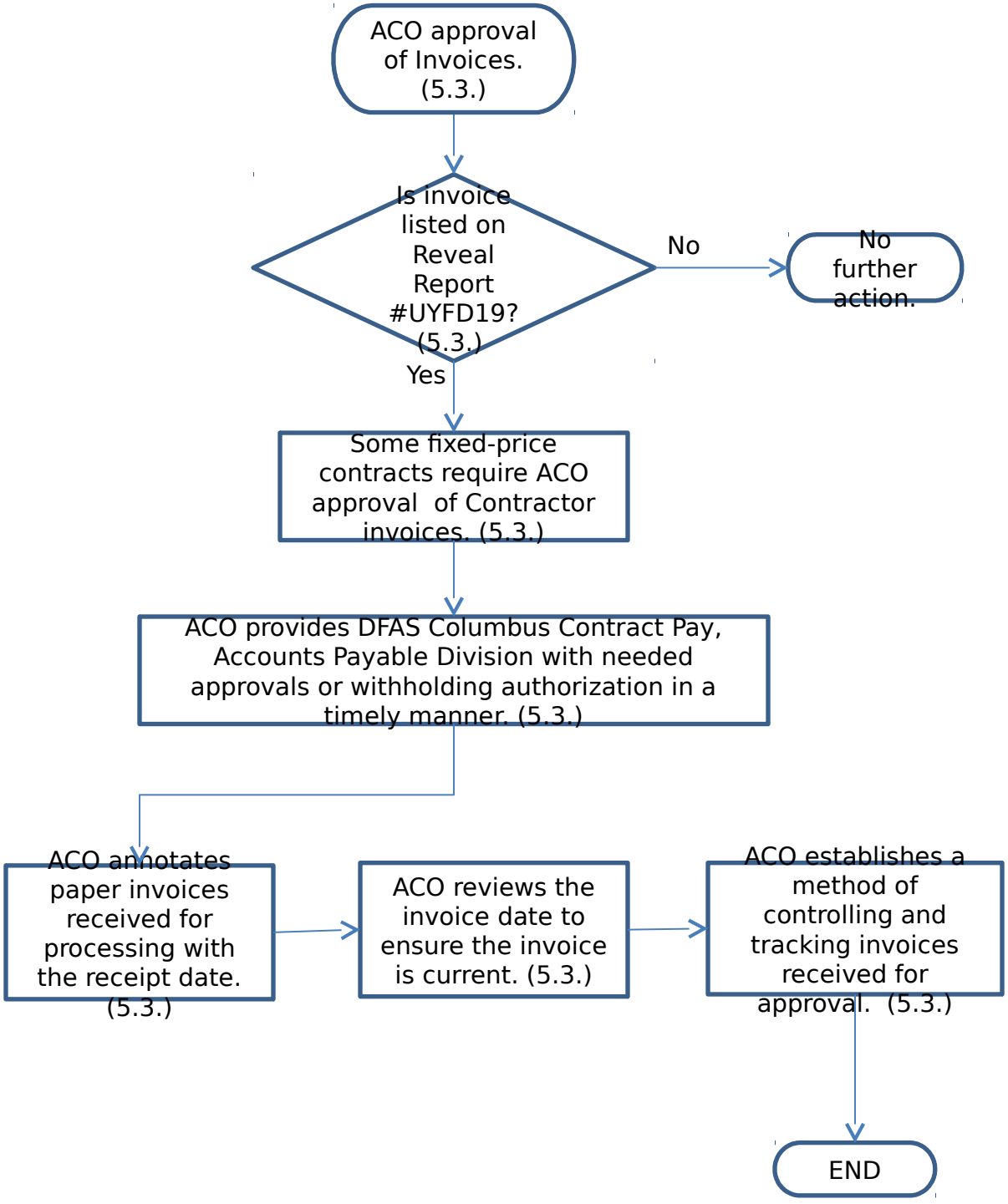
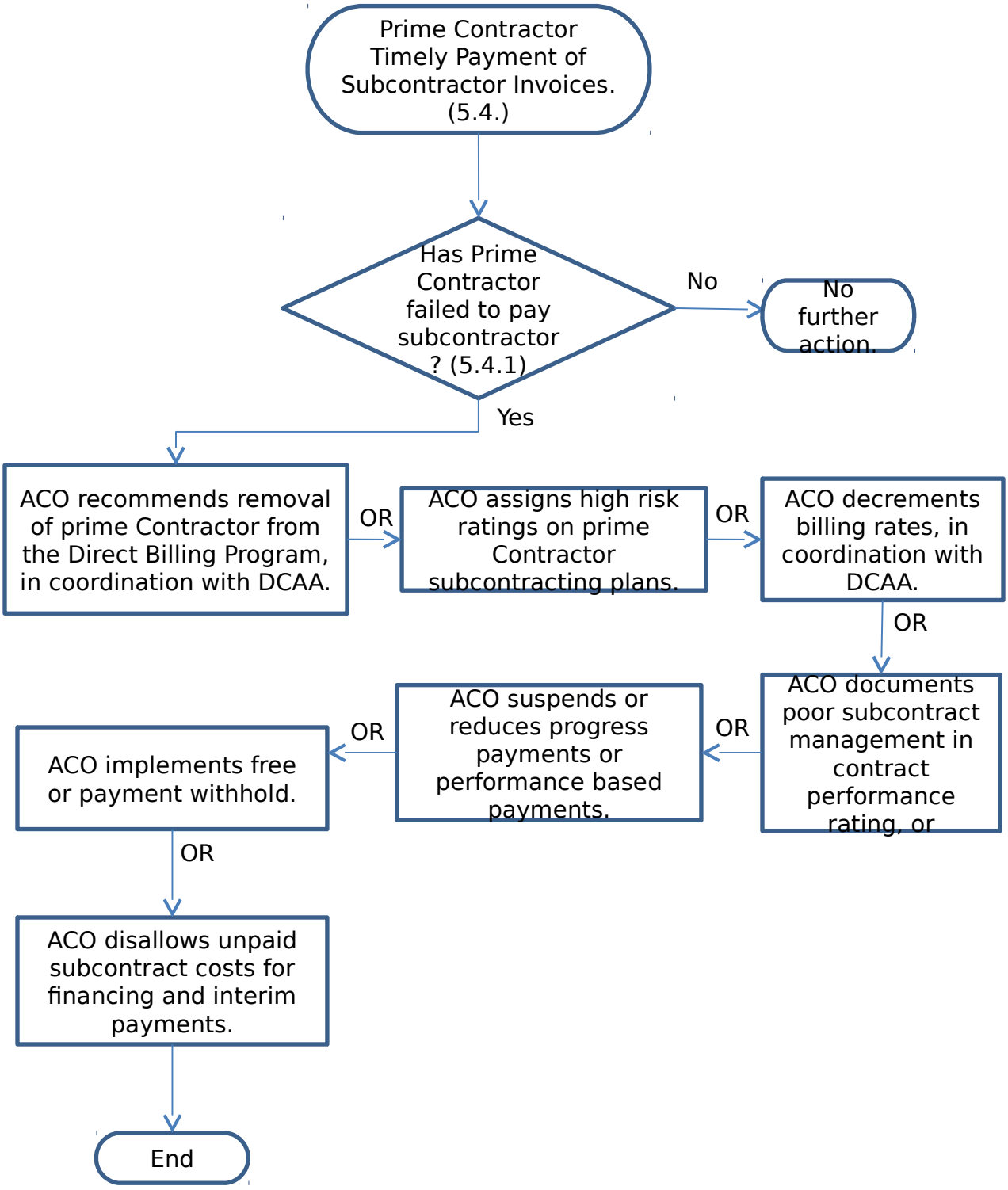
ACO tracks temporary payment withholds. (5.2.2.)
Tracking mechanisms should be sufficient to allow the ACO to identify cumulative amounts withheld against each specific contract and cumulative amounts withheld for all impacted contracts. (5.2.2.)
Are cumulative payment withholds sufficient to protect the Government from potential risk of harm? (5.2.3.)
Yes
No
No further action.
ACO may discontinue the payment withhold by issuing a unilateral modification. (5.2.3.)
ACO request the CMO Trusted Agent to remove withhold codes from MOCAS, as applicable. (5.2.3.)
Have contractual requirements been satisfied? (5.2.4.)
Yes
No
ACO may authorize release. (5.2.4.)
No withholds allowed. (5.2.4)
End


ACO approval of Invoices. (5.3.)
Is invoice listed on Reveal Report #UYFD19? (5.3.)
No
No further action.
Yes
Some fixed-price contracts require ACO approval of Contractor invoices. (5.3.)
ACO provides DFAS Columbus Contract Pay, Accounts Payable Division with needed approvals or withholding authorization in a timely manner. (5.3.)
ACO annotates paper invoices received for processing with the receipt date. (5.3.)
ACO reviews the invoice date to ensure the invoice is current. (5.3.)
ACO establishes a method of controlling and tracking invoices received for approval. (5.3.)
END


Prime Contractor Timely Payment of Subcontractor Invoices. (5.4.)
Has Prime Contractor failed to pay subcontractor ? (5.4.1)
No
No further action.
Yes
ACO recommends removal of prime Contractor from the Direct Billing Program, in coordination with DCAA.
OR
ACO assigns high risk ratings on prime Contractor subcontracting plans.
OR
ACO decrements billing rates, in coordination with DCAA.
OR
ACO documents poor subcontract management in contract performance rating, or
OR
ACO suspends or reduces progress payments or performance based payments.
OR
ACO implements free or payment withhold.
OR
ACO disallows unpaid subcontract costs for financing and interim payments.
End